

Viewing Captions in Windows Media Player (Any Version)

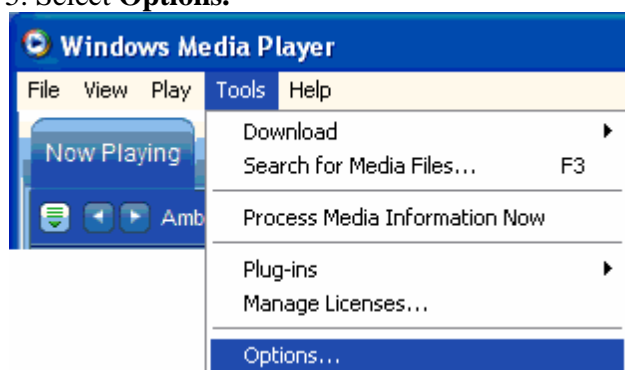
These two web modules include narration that explains and clarifies use of GovTrip 2.0. The modules are designed with closed captioning at the bottom of the screen. Windows Media Player is equipped with this functionality and it may be turned on in the following manner:

1. Click on the webinar module link
2. Windows Media Player is launched with recorded webinar
2. Press **Ctrl + Shift + C**. Or, in Menu Bar, select **Play**. If Menu Bar is not displayed, press **Ctrl + M**.
3. Select **Captions and Subtitles (called Lyrics, Captions and Subtitles in later versions) On if Available**.

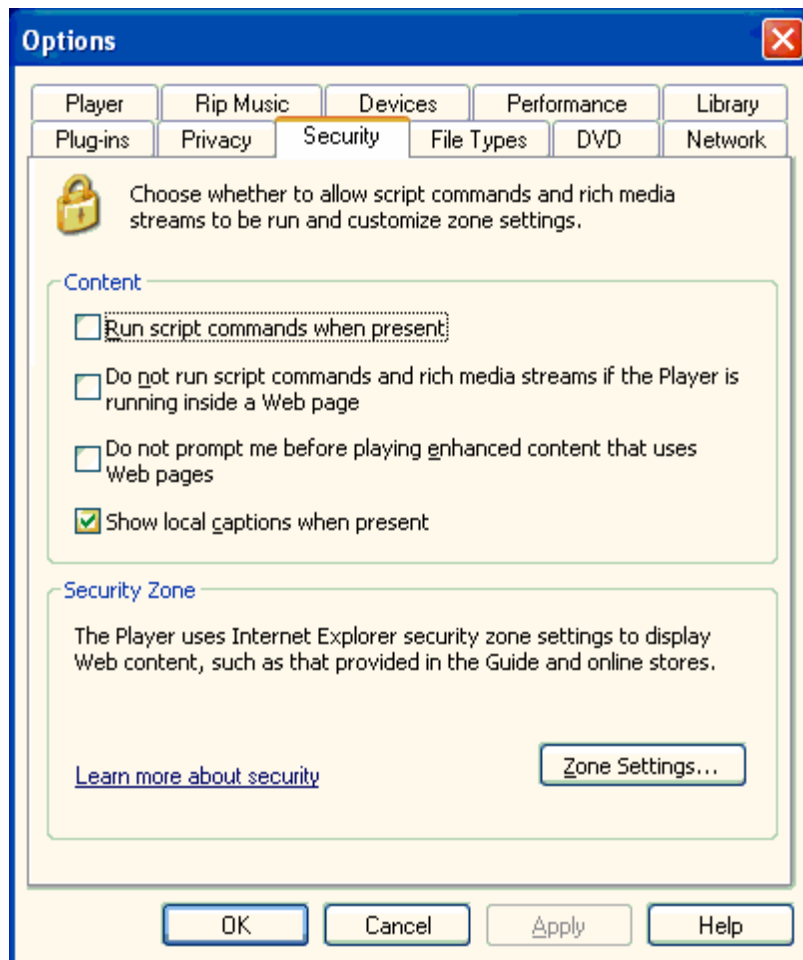


Extra Step for Viewing Captions in Windows Media Player 10 (or higher)

4. In Menu Bar, select **Tools**. (If menu bar is not displayed press **Ctrl + M**)
5. Select **Options**.



6. Click on the **Security** tab.
7. Click the check box for **Show local captions when present**.



8. Click the **OK** button.

Turning Off Display of Captions in Windows Media Player 10 (or higher)

9. Press **Ctrl + Shift + C**. Or, in Menu Bar, select **Play**. If Menu Bar is not displayed, press **Ctrl + M**.
10. Select **Captions and Subtitles (called Lyrics, Captions and Subtitles in later versions) Off**.

